

**Trumbull Emergency Medical Service
Joint Commission/Executive Board Meeting
August 25, 2009**

Present: Vi Watson, Joseph Rodriguez, Louise Evans, Dominick Rutigliano, Shelley Ralsten, John Butkus, Barbara Crandall, Michael DeVecchio, Scott Worcester, Cindy Butkus, Shirley Mayo, Richard Mayo, Anne Weimann, Raymond Elterich, Bruce Silverstone

Absent: Charles Evans, David Giannini

The meeting was called to order at 7:04pm by Vi Watson. Minutes of July 28, 2009 were read by Joseph Rodriguez. Motion made by John Butkus, seconded by Louise Evans to approve the minutes as written. Unanimous.

Motion was made by John Butkus, seconded by Louise Evans to go out of order on the agenda to accommodate discussions with Anne Weimann, Raymond Elterich and Bruce Silverstone. Unanimous.

Discussion was held regarding a letter sent to Bruce Silverstone pertaining to certification papers and scheduling. Resolved. Lengthy discussion was held regarding a situation on his shift several weeks ago. It was agreed this matter would be resolved by the Executive Board outside of this joint meeting.

Discussion was held regarding a letter sent to Ray Elterich regarding scheduling. Resolved.

Anne Weimann, TEMS Association president, discussed the plaque to be designed for Dr. Ed Rogalewski. Design will be determined by the Association Board and presented at the Association Meeting on 9/8. Anne also noted the Association would be notifying the membership that they would no longer be purchasing job shirts for field personnel. Discussion of the internet connection for the building was held. Barbara Crandall will be attending the Board of Finance meeting on September 10 to request allocation of funds for this expense.

Commissioners' Reports

John Butkus noted he had a discussion with FOI in Hartford regarding personnel matters and reviewed the procedure for Executive Sessions for public and staff level entities.

Executive Director's Report

Barbara Crandall discussed the following new and old business:

1. Paid Staff Guidelines – draft proposal was distributed to the Commission members for review and discussion at the September meeting. It was noted these guidelines can be used for all members.
2. Ambulance Status – 902 was taken to MA on Monday. Transfer of equipment will be made and expected return of new rig is by the end of the week. State inspection is set for 9/4.
3. Personnel evaluations – being developed.
4. Mutual Aid Contracts – contracts from AMR and Nelson have been obtained. It was agreed the town attorney would be contacted to write a single contract for standardization.
5. SMART tag training is now required to be held twice a year as mandated by the state. This will require the purchase of additional tags for the exercises.
6. Two individuals from the service, through QA, were remediated by TEMS and JHPC because of patient care and protocol concerns.
7. Concert – Vi thanked the members who participated in the standby on 8/21 for their help and organization – Barbara Crandall, Michael DeVecchio (and sons for set-up), Richard & Shirley Mayo, Ryan Cordova, Scott Worcester, John Butkus and Vi Watson.
8. The Finance Department requested the TEMS Commission to review the hardships and cumulative request for write-off report from Comstar. The Commission agreed that the Finance Department should be making these decisions. No action was taken.

Executive Board Reports

No reports given for Facilities, Member Representative, Scheduling, Personnel.

Michael DeVecchio reported on a meeting between the town and EMS regarding TRDC. Training records have not been received as they are consulting legal counsel. EMS requirements were discussed with regard to dispatching and liabilities. Mike noted he is currently compiling information so that we can meet with the town again and develop an agreement. John Butkus noted that we need an agreement that is compliant with the laws that exist as well as fulfilling our requirements. Joseph Rodriguez asked how receptive would the town be to changes. Mike noted a change in service would save money in the communications/equipment area as we would be using an outside source. He noted the chairman of the TRDC Commission stated at the CEDC meeting that they have no upgrades scheduled for the center at any time in the near future. Brief discussion about the JHPC requirements for dispatching (medical director) and a compliance concern was held. Mike noted that another meeting is necessary with the town so that a proposal can be developed.

Vehicle letter regarding damage reports will be sent to members soon. We will be developing a driver orientation for the new rigs when they arrive and will be reviewing the daily check list for drivers.

New Business

The scheduling of trainees was discussed. It seems crew members are not aware of trainees on their shifts until they arrive. It was suggested trainers be notified when a trainee is scheduled on shift with them.

The Commission discussed the 2010/2011 budget. Further discussion will be held in September.

Adjournment

Motion was made by Joseph Rodriguez, seconded by John Butkus to adjourn the meeting at 9:40pm.

Respectfully submitted,

Barbara Crandall
Administrative Assistant